

HOLDING FACILITY

I. POLICY

It is the policy of the Wilmington Police Department to:

- A. Operate a safe and sanitary lockup facility in compliance with state and local codes and regulations; and
- B. Care for detainees, being attentive to their security and medical needs; and
- C. Provide special care for juveniles, separate from adults and only in approved facilities.

II. PROCEDURES

A. Management and Administration

- 1. The Chief of Police shall designate an officer to be responsible for the management and administration of the Lock-Up and Holding Facility.

B. Training

- 1. Training shall be provided when persons are hired and periodically thereafter (at least once every three (3) years), consistent with each employee's duties and responsibilities, in the following areas: **(72.1.1)**
 - a. Application of physical restraints;
 - b. Search of detainees;
 - c. Emergency and fire suppression procedures;
 - d. Holding facility equipment;

- e. Use of booking equipment to include the breathalyzer, digital camera, automated fingerprint identification system, and the IMC booking system;
 - f. Departmental policies and procedures on the operation of the holding facility; and
 - g. Suicide prevention. ¹
2. Any officer assigned to the position of Desk Officer shall be fully trained in accordance with the Municipal Police Training Committee guidelines for police officers and/or persons charged with all facets of detention of persons in a short term holding facility.
 3. Any sworn officer who is promoted shall complete a refresher course in suicide prevention, in accordance with MGL Chapter 40, section 36C.

C. Access to Cell Block

1. Nonessential persons, including department employees, shall not be allowed access to the cell block without the permission of the officer-in-charge. This includes maintenance personnel, the press and tour groups. See departmental policy and procedure on ***Detaining Prisoners.*** **(72.1.2)**
2. When nonessential persons are granted access to the cell block, their presence should not violate a detainee's privacy, impede facility operations, or frustrate future prosecutions.
3. After sanitation or maintenance personnel have left the cell area, the officer-in-charge will ensure that the cell block is inspected for tools or other items that may have been left behind.

D. Safety and Sanitation

1. Fire/Emergency

- a. FIRE PREVENTION: The Chief of Police or his/her designee shall establish fire prevention practices and procedures for the facility. **(72.3.1)**
 - i. The facility shall be equipped with both an automatic fire alarm that sounds to the dispatcher and a smoke detection system approved in writing by state or local fire officials.
 - ii. The type and location of fire suppression equipment shall be approved in writing by state or local fire officials.
- b. EVACUATION: The Chief of Police or his/her designee shall establish an evacuation plan and procedures for the holding facility in the event of fire or other situation which presents a hazard or danger to those being held in the cell block area. This plan will be posted, specifying the route of evacuation and subsequent disposition and housing of evacuated prisoners. Refer to the posted Cell Block Fire and Emergency Evacuation Plan, posted on the left hand wall of the cell block as you enter from the main entrance to the cell block. *[72.3.2]*
- c. All prisoners will be handcuffed as soon as they are released from their respective cells if time allows.

2. Physical Conditions

- a. The holding facility shall provide the following minimum conditions for detainees:²
 - i. Adequate lighting as required by local code or ordinance; **(72.2.1a)**
 - ii. Circulation of fresh or purified air in accordance with applicable codes; **(72.2.1b)**
 - iii. Access to a toilet and drinking water; **(72.2.1c)**

- iv. Access to a wash basin or shower for detainees held in excess of eight hours; and **(72.2.1d)**
- v. A bed and bedding for each detainee held in excess of eight hours. **(72.2.1e)**

3. Medical

- a. A first aid kit shall be maintained in a prominent location within the holding facility and shall contain material necessary for light emergency medical treatment. A documented weekly inspection and replenishment of equipment as necessary will be performed. **(72.6.2)**
- b. Procedures for gaining access to medical services shall be posted in the holding facility in English and, if possible, any other languages prevalent in the community. *[72.6.4]*

4. Inspections [72.3.1; 72.4.6]

- a. The Shift Commander shall be responsible for ensuring:
 - i. Daily inspections of the holding facility fire detection equipment, emergency exits, doors, locks, windows, ventilation, lights, monitors, security devices, sanitation and a search for weapons or contraband and tampering or damage to facilities; and
 - ii. Documentation of the following inspections of the holding facility shall be submitted to the accreditation manager for maintenance in the proper file:

Weekly	<ul style="list-style-type: none">• Visual inspection of fire detection and suppression equipment• Doors, windows, walls, floors, locks, access plates, protective
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	<p>screens, ventilator covers, light fixtures, cell toilets, audio and video equipment, alerting control point and beds of all cells for weapons and contraband, operational wear and detainee tampering.</p> <ul style="list-style-type: none"> • Emergency medical equipment, including first aid kit, located within the holding facility (All missing items shall be replaced.)
Per Fire Code	<ul style="list-style-type: none"> • Fire detection devices and alarm system
Semi-Annually	<ul style="list-style-type: none"> • Fire suppression equipment test

- b. Holding facilities not suitable for use or not passing inspections shall not be used to hold detainees. Cells that do not pass inspections shall be kept closed and locked, so that they will not be used. The cell should be tagged with an explanation of the problem to prevent inadvertent use.

E. Security

1. KEYS: The keys to the cell doors will be under the control of the shift commander and will be kept in the top right drawer of the booking desk. Officers will be allowed to remove the key for purposes of gaining access into the cells, in order to secure or release a prisoner, or for some other essential reason. The key will be returned to the booking desk after use. **(72.4.3)**
 - a. Additional cell keys will be located in the key control box located in the duty officers room.
 - b. All officers will have pass cards for entry into the cellblock area.
2. DOORS: [72.4.4]
 - a. All unoccupied cells shall be left unlocked.

- b. The outer doors into the cellblock shall be kept locked at all times.
 - c. Occupied cells shall be locked at all times.
3. TOOLS: No tools are allowed in the cellblock area, except with the specific authorization of the officer-in-charge. **(72.4.7)**
4. THREATS: Any threat, indicated or perceived, against the structure of the police facility or departmental personnel, which an officer considers to be serious in intent, shall be reported immediately to the officer-in-charge. Upon being notified of the threat, the officer-in-charge shall take whatever action [s]he deems necessary to negate the effect or consequences of the threat and shall file a written report of the incident to the Chief of Police or his/her designee. **(72.4.11)**
5. ALERTING CONTROL POINT: The holding area shall be equipped with an audio and video system so that a detainee may alert the dispatcher and/or officer-in-charge in the event of an emergency. **(72.4.8)**
 - a. when a prisoner is being booked or held in a cell, the audio and video system will be turned on and monitored by dispatch.
 - b. When an officer has the necessity to enter the cellblock while a prisoner is in custody, it is recommended that at least two officers be present. The dispatcher will monitor audio and video systems and the officers shall also have custody of his/her portable radio. **(72.4.9)**
6. FIREARMS: No firearms are allowed in the booking room or cellblock areas at any time during the processing or detention of prisoners. **(72.4.1)**

Officers entering the areas from anywhere in the building must secure their firearms in the gun lockers located in the main hallway.

Officers entering the building from the sallyport shall secure their firearms in one of the gun lockers located by the entrance into the building on the inside wall of the sallyport.

1. Officers who are transporting prisoners shall remove and secure their firearm before removing the prisoner from the cruiser.
2. Only in an emergency situation, may an officer enter the area with a firearm. Examples would be to include: a fire; on-going assault of another member of the department.

F. Juveniles and Females

1. JUVENILES: Lockup and other detention facilities shall be such as to prevent juveniles who are detained from coming in contact with adult detainees. Juveniles shall be separated by sight and sound from adult detainees. The facility must be approved in writing by the Commissioner of Youth Services. See department policy on ***Handling Juveniles***
2. FEMALES: If males and females are required to be detained at the same time, the holding area for females shall be separated from the male holding area by sight and sound.³
3. JUVENILES AND FEMALES: If a juvenile and adult female are detained at the same time, the priority will be to house the juvenile completely separate from the adults. The female will be transferred to the adult male section separated from the males by sight and sound.
 - a. Females shall be placed in Cell #1. No males will be placed in Cells 4 or 5, when a female is placed in Cell #1. This is to maintain sight and sound separation.
 - b. When a female is in cell #1 and a male prisoner is brought in or out of the cell area, the shift supervisor will ensure that a sight and sound separation is maintained. **(72.5.3)**

¹ M.G.L. c. 40, s. 36A-C

² 105 CMR 470

³ M.G.L. c. 137, s. 19